



# JOB OPPORTUNITY

## DEPARTMENT OF PERSONNEL ADMINISTRATION

### CLASS TITLE: **ASSOCIATE PERSONNEL ANALYST (Associate level) – 2 POSITIONS**

(Personnel Program Analysts/Associate Governmental Program Analysts are encouraged to apply)

<b>SALARY:</b>	\$4400-\$5348	<b>POSITION NUMBER:</b>	363-221-5142-900
<b>TENURE/TIME BASE:</b>	Limited Term/Full Time (12 Months - Funding may be approved for an additional year)	<b>FINAL FILING DATE:</b>	Until Filled

Come join the efforts to improve Human Resources in State government. Apply to be a part of DPA's team on the 21<sup>st</sup> Century (TFC) Project and gain valuable project experience. The TFC Project is a collaborative statewide effort led by the State Controller's Office to replace the HR and Payroll systems. *This position is excluded from Collective Bargaining and receives Excluded benefits. In addition to FREE PARKING, this job is conveniently located within walking distance of Ikea, Super Wal-Mart and Home Depot. Positions may be eligible for 5 percent **annual retention** pay.*

#### DUTIES:

Under general direction of the DPA Personnel Program Advisor, this position, as a member of the Organizational Readiness (OR) team, performs complex and varied technical/professional analytical staff work; advises and assists operating officials; and performs other related work. Duties include:

- Labor Relations/Human Resources (HR) Support – Perform complex analytical staff work to facilitate Labor and HR activity. Provide consultative services for issues relating to employee-employer relations and classification and pay. Develop and assist in the presentation of informational sessions to exclusive and excluded organizations.
- Mobilization and Alignment – Participate in preparing and implementing marketing and communication activities and work products. Provide staff support in the external communication efforts to the stakeholders during all phases of the project by verbal and written communication. Assist in the development of presentations for Project leadership and stakeholders.
- Workforce Transition – Perform various analytical staff work in assessing and addressing the State workforce's readiness for change and workplace and workforce readiness activities.

#### DESIRABLE QUALIFICATIONS:

Key qualities for success in this position include: strong analytical, research and communication skills; experience in classification and pay, labor relations either in a control-agency or line department; ability to use tact and good judgment; identify opportunities to improve business practices and accurately assess issues, make suggestions about possible solutions; have good attendance, work habits, be self-starter and work as a team member or independently.

#### WHO MAY APPLY:

Applicants who have status at the Associate level (e.g., Associate Personnel Analyst, Associate Governmental Program Analyst) to transfer or who have list eligibility for an appointment to the Personnel Program Analyst classification. Qualified Staff Services Analysts with the requisite knowledge, skills, and work experience maybe considered. After an initial screening of all applications, only the most qualified persons will be selected for an interview.

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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### SUBMIT APPLICATIONS/RESUMES TO:

Elizabeth Montoya; Telephone: 375-6075; Department of Personnel Administration, 1515 S Street, North Building, Suite 400, Sacramento, CA 95814. E-mail address: [emontoya@sco.ca.gov](mailto:emontoya@sco.ca.gov) or [elizabethmontoya@dpa.ca.gov](mailto:elizabethmontoya@dpa.ca.gov)  
**RPA # 08-059 & #08-060**

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